

Probation Completion Form

Name and Designation:		EID:		
Date of Joining service:		Appraisal period:	From:	To:
Supervisor name and designation:		Reviewer name and designation:		
Part A: Adjectival Performance Appraisal				
Sl	Give a brief description of the employee's work during the appraisal period			
1				
2				
3				
4				
Part B: Evaluate Competencies				
Sl	Performance Factors	Meets requirements	Does not meet requirements	
1	Personal Accountability - Holds oneself accountable for results, learns from past actions & improves response to challenges.			
2	Fostering Teamwork - As a team member, is able and desires to work cooperatively with others on a team, understands group goals; individual roles, participates with positive attitude and communicates openly.			
3	Managing Performance - Possesses a strong work ethic and mental outlook that enable a strong output of high-quality work on a consistent, reliable basis.			
4	Technical expertise - Understands and is familiar with the processes and procedures involved under their direct job responsibility and can perform these duties with strong efficiency.			

Part C: General Feedback			
What are the employee's significant strengths and contributions			
Describe areas in which the employee requires improvement.			
Part D: Recommendation			
Action	Yes	No	Remarks
Continuation for Employment Recommended			
Supervisor Name and Designation	Signature	Date	

